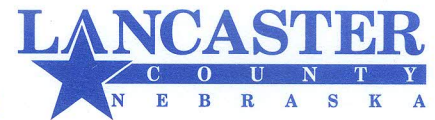




LINCOLN-LANCASTER COUNTY
HUMAN RESOURCES DEPARTMENT
555 South 10th Street Room 302 Lincoln, NE 68508
402-441-7597 fax: 402-441-8748 lincoln.ne.gov



WELCOME TO EMPLOYMENT WITH LANCASTER COUNTY!

We are confident that you will find your work here both challenging and rewarding. The **Human Resources Department** is here to assist you in any and all matters concerning your employment.

Rules that are to be followed by Lancaster County in administration of its personnel program are set forth in the Lancaster County Personnel Rules. Labor union contracts also speak to some of these same matters.

It is the employee's responsibility to become familiar with the general provisions of the Rules and the contract. Your department's hiring official can access the Lancaster County Rules and provide union representative information. Union representatives have a copy of the labor contract available for your review. **Information can be accessed by logging on to the County's website at: www.lancaster.ne.gov** - key word search: Human Resources/Personnel Policy. This site is designed to give you current information on *all* policies. This includes policies such as Overtime Pay and Commercial Driver's License policies.

Learn more about your insurance benefits

Eligible employees may enroll in the following: (*First of month after sixty (60) days of employment*)

- | | |
|-----------------------------|------------------------------------|
| ➤ Health | Blue Cross Blue Shield of Nebraska |
| ➤ Dental | Ameritas |
| ➤ Vision | EyeMed/Ameritas |
| ➤ Flexible Spending Account | Payflex |
| ➤ Voluntary Insurance | Allstate |

Eligible employees may enroll in the following: (*First of month after six (6) months of employment*)

- | | |
|---|------------------------------------|
| ➤ 401A Retirement Plan | Prudential |
| ➤ Life Insurance and Long Term Disability | Hartford |
| ➤ Post Employment Health Plan (PEHP) | Nationwide/ICMA RC (per agreement) |
| ➤ 457 Deferred Compensation Plan | Prudential |

For further employment or benefits information, contact the Human Resources Department at 555 South 10th Street, Room 302, or call (402) 441-7597.

We wish you every success in your new career!

Douglas J. McDaniel, MBA, SPHR
Human Resources Director